



Government of **Western Australia**
Department of **Sport and Recreation**

Woodman Point Recreation Camp

Emergency Response Manual

*Version 1.3
Last Updated April 2011*

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Overview

These procedures were formulated to meet the requirements of Australian Standard **AS3745-2010** Emergency Control Organisation and Procedures for Buildings, and the National Competency Standard – Fire Emergency Response.

All full time staff of the Woodman Point Recreation Camp are required to participate in regular emergency training and evacuation exercises. These should be conducted every 3 months. Other DSR employees acknowledge the authority of the appointed Wardens (Emergency Control Organisation / Woodman Point Full Time Staff) in emergency situations.

Incidents and Emergency situations that arise at Woodman Point Recreation Camp will be dealt with in three phases.

Phase 1 – Deals with any immediate actions required by those physically close to the incident such as first aid, smothering fires and rescues etc

Phase 2 – Starts as soon as communications commence to anyone not directly responding to the incident. Will generally start with radio contact to the office and includes the responses then conducted by other support staff. Including communications with emergency services, line managers, public affairs, coordinating evacuations and general bigger picture tasks.

Phase 3 – Relates to the cleanup of incidents and follow up needed. Re stocking first aid kits and other resources used, putting into effect counseling and debriefs while assessing staff and resources for return to work plan.

Purpose of the Manual

The implementation of a workplace emergency program helps to ensure the effective utilisation of life safety features in a workplace to protect people from fire, bomb threats and other emergency situations.

The following procedures are meant to provide a basis for handling various types of workplace emergencies. They should not be regarded as rigid but rather as flexible guidelines to be adapted to cope with any unanticipated situations.

Version	Date	Revision Description (Section, content etc)	Completed by
1.0	26/05/2010	Original Version.	Ryan Willis
1.1	10/11/10	Updated version, with corrections and refinements (including staff and radio channel updates).	Matt Hayes
1.2	1/2/11	Review with updated warden identification indicators.	Matt Hayes
1.3	7/4/11	Review of document following creation of Woodman Point Emergency Planning Committee.	Matt Hayes

Emergency Contact Numbers

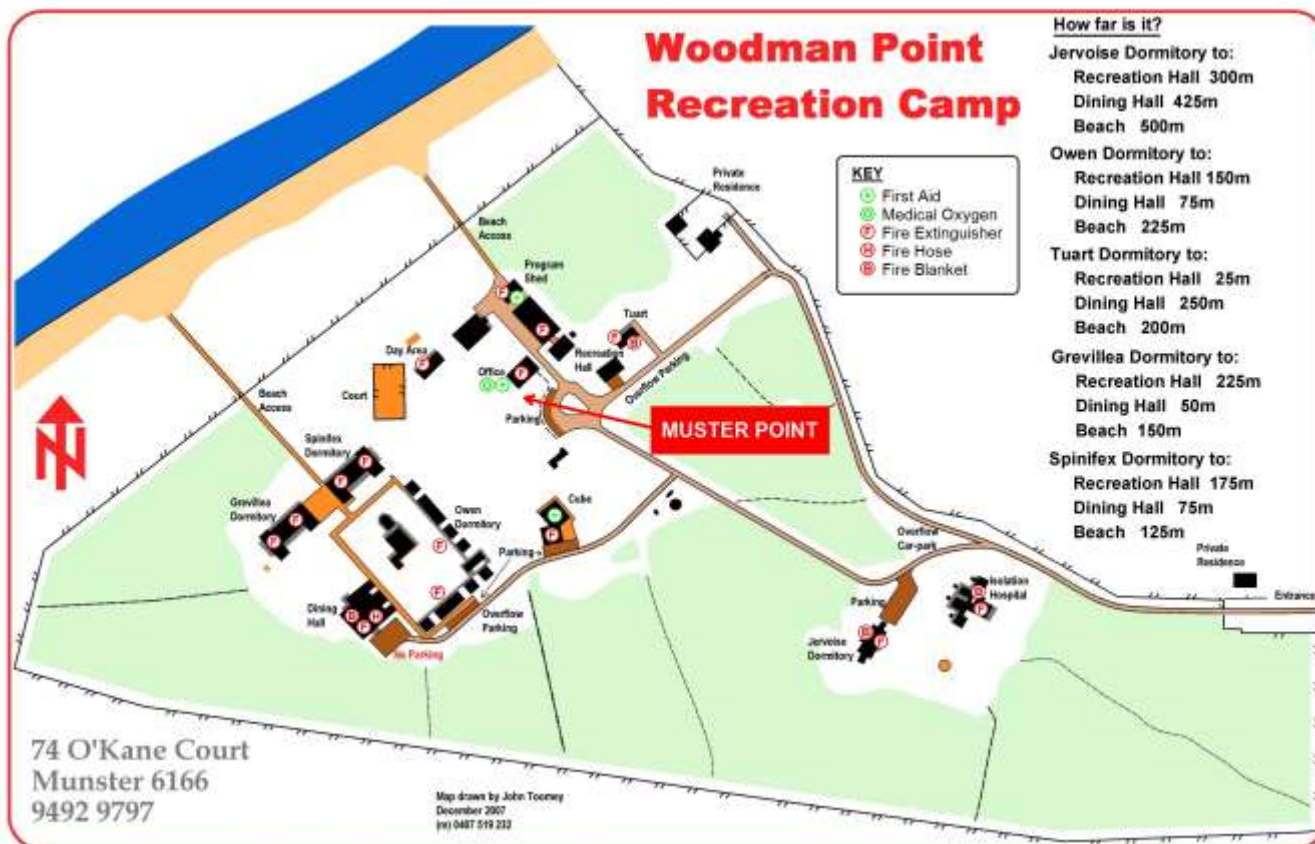
Woodman Point Recreation Camp
74 O’Kane Court Munster WA 6166

(Nearest intersection – Cockburn Road)

(Gate Access: Gate Code will be provided as necessary or requested.)

Woodman Point CAMP	Office	9492 9797
	On call staff member	0414 448 088
	Manager – Matt Hayes	0434 363 714
	Operations Manager – Kym Lawrence	0401 823 308
EMERGENCY	Emergency services	000
	(If ‘000’ is not working, from mobile only)	112
POLICE	Central (non emergencies)	131 444
	Cockburn Police	9418 2409
	Fremantle Police	9430 1222
FIRE	Success Fire Station (non emergencies)	9498 6060
	FESA recorded information line	1300 657 209
HOSPITALS	Fremantle Hospital <small>see map</small>	9391 2000
	St. John of Gods Hospital (Private) <small>see map</small>	9366 1111
	Princess Margaret Hospital for Kids <small>see map</small>	9340 8222
MEDICAL CENTRES	Phoenix Medical Clinic (Rockingham Road) <small>see map</small>	9434 3555
	Will take After hours emergencies	
SES	General assistance	132 500
	Cockburn SES Unit	9418 5800
RANGERS / SECURITY	City Of Cockburn Ranger Services	9411 3444
	City of Cockburn Security	1300 653 643
WESTERN POWER	Report and enquire faults and emergencies	13 13 51
WATER CORP	Faults, emergencies and security	13 13 75
DEC	Ryan Donegan, Operations Manager (WP)	0439 973 955
	Josh Cooper, DEC Ranger (WP)	0419 941 556

Map – Emergency Equipment and Layout



- Emergency Muster Point is at the Southern Corner of the Office.
- Emergency Evacuation will be via either the Front Gate or the Beach.
- Fire extinguishers are located in or at the manager residence, kitchen, recreation hall, office, program shed and storage shed. There are extinguishers located in each of the Accommodation Areas.
- First aid kits are located in the program shed, CUBE and office.
- Medical oxygen and trauma kit are located in the office.

In an emergency please contact management immediately

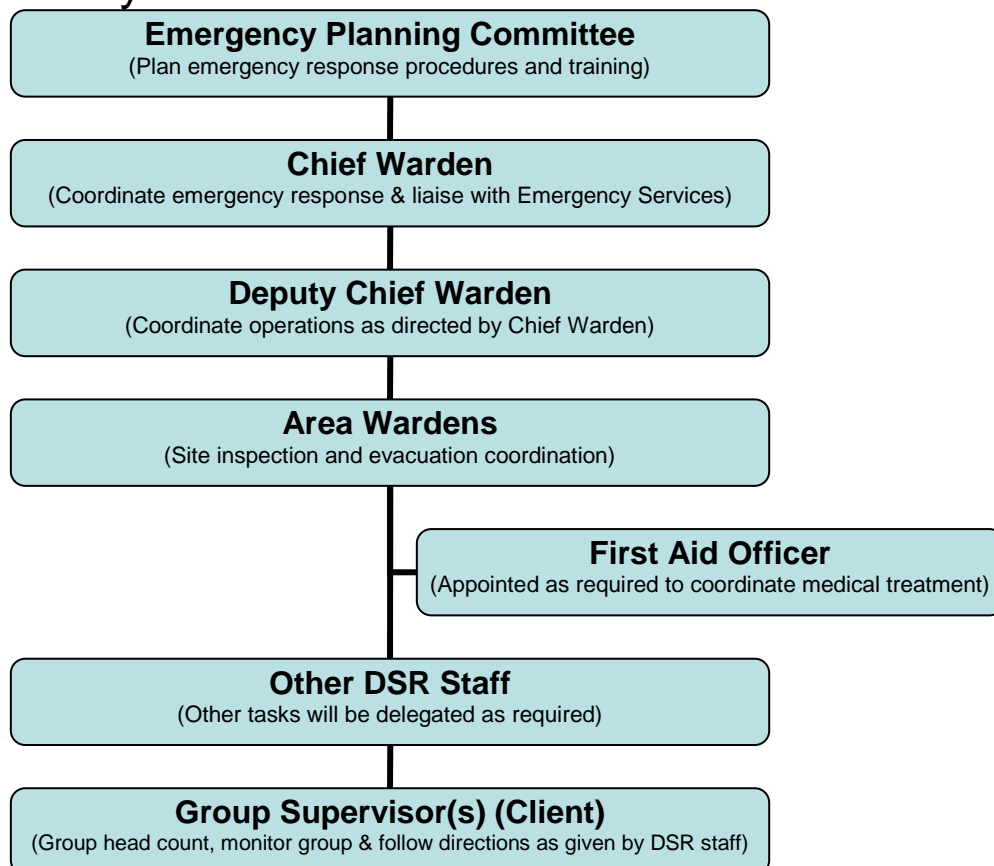
Types of Emergencies

An emergency situation may arise as a result of any of the following:

- Fire.
- Bomb Threat.
- Earth Quake.
- Medical Emergency.
- Armed Intrusion / Hold Up.
- Flood / Landslide.
- Hazardous Materials.
- Other Unforeseen Emergency.

Emergency Control Organisation

The following chart identifies both the processes for reporting and the responsibility structure of all staff located within the facility and its environments.



Emergency Control Organisation Responsibility

Any staff forming part of the Emergency Control Organisation who have received the required training as specified AS 3745-2002 are expected to behave in a competent and responsible manner. It should be clearly understood, that the primary duty of the Chief Warden and Wardens is not to combat emergencies but to ensure, as far as practicable and to the best of their ability, the safety of the occupants and the orderly evacuation from the danger area when appropriate.

Persons appointed to the Emergency Control Organisation (ECO) should:

- Be aware of their responsibilities in this area.
- Be capable of undertaking such duties.
- Have leadership qualities.
- Have clear diction and be able to communicate with the majority of the people in the workplace.
- Have maturity of judgment, good decision making skills and capable of remaining calm under pressure.

INDEMNITY

“ECO personnel should be indemnified against the civil liability, resulting from practice or emergency evacuation of a building (*or workplace*) where the personnel act in good faith and in the course of their duties.” AS 3745-2002

Warden Identification

A Chief Warden / Senior Staff member must be contactable at all times.

All Wardens will be identified during an emergency by wearing a helmet and/or armbands as follows:

Chief Warden: White Helmet, Yellow Reflective Vest or Jacket

In an emergency a person must be identifiable as being in charge.

Deputy Chief: White Helmet, Yellow Reflective Vest or Jacket

Warden: Red Helmet, Yellow Arm Band

First Aid Officer: Green Helmet, Green Arm Band

Communications

The main camp UHF CB Radio Channel is Channel 30 (CTCSS 38).

The call-phrase “*ALPHA, ALPHA, ALPHA*” is to be used for all critical or emergency incidents, regardless of the need for a channel change.

In an emergency, staff will be directed to move down one channel to the CAMP EMERGENCY CHANNEL (Channel 29, CTCSS 38) if it is determined that sensitive information should not be transmitted over the standard camp channel (eg, programs being conducted, clients likely to be near a radio, etc).

Where possible all ECO members should be contactable via two way radio on Channel 29 (CTCSS 38).

Additional Communication Considerations

- Accolade staff and the onsite residence have radios tuned to the emergency Channel 29. Please be aware of this when making communications on the channel, but utilise these resources to contact those locations during an emergency.

- Channel 28 (CTCSS 38) should be used for any conversations not suitable for transmission to all personnel.
- Mobile reception is poor in some areas of the camp. Best reception may be received by standing at the front gate.
- The Manager's Residence and the Camp Office have land line telephones and the office has internet access.
- If emergency assembly is required the megaphone siren will sound for 30 seconds at 30 second intervals, or as required. A number of megaphones are located in the Main Office, with spare batteries.

Phase 1 – Standard Emergency Order

In the event of an incident or accident it is expected staff on site will in accordance with the DSR Camps 'Critical Incident Management Planning and Learning' (CIMPL) plan;

1. Ensure their own safety
2. Provide direction to ensure bystanders safety
3. Care for casualties according to training
 - "DRSABCD" should be followed
 - o *Danger, Response, 'Send for Help', Airway, Breathing, Circulation, Defibrillation.*
4. Notify office or other parties as soon as practicable to enable 'Phase 2' to commence
5. If emergency siren sounded, head to assembly point as a group, following instructions from Wardens.

Phase 2 – Fire Response 1/2

Chief Warden / Senior Staff to use this list to help respond to the incident

- Asses the fire
 - Location _____
 - Speed and direction _____
 - Size _____
 - Fuel _____
- Numbers on site Group ____ DSR ____ Visitors ____ Total ____
- If safe attempt to put out small instantaneous fires without PPE
- Emergency **siren** needs to be sounded. Assemble at 'Muster Point' outside the Office.
- Ensure all staff are aware of the situation and their expected roles. Contact ALL groups outside camp via two way radio and provide direction
- Call '000'**, if no response 112 from a mobile, provide information on numbers at site, Woodman Point Camp, O'Kane Court Munster
Nearest road/intersection – Cockburn Road (Time of call _____ am / pm)
- Is it best to **stay or evacuate?** _____
 - Advice from FESA
 - If evacuating, this needs to be done prior to the fire getting out of control, Leave Early!!
- Follow instructions from FESA
- Inform Group** of situation and response.
- Is **everyone accounted** for?
 - Clients (group leaders) and Visitors (see sign in book)
 - DSR staff (see staff board)
 - Accolade (9434 3220, UHF 29 CTCSS 38)
 - Onsite Residence (9418 5307, UHF 29 CTCSS 38)
- On site resources available
 - Hydrants, portable fire pump, extinguishers, hoses, fire blanket, oxygen.

Phase 2 - Fire Response 2/2

- Follow CIMPL plan flow chart
- If safe, search camp IN PAIRS (adults) with radios, for any more persons, closing doors and windows, including;
 - On site residence
 - Dorms x 4
 - Tuart Cottage
 - Basketball Court
 - Day Area
 - Kitchen, Dining Hall
 - Recreation Hall
 - Office
 - Staff Toilet Block
 - Isolation Hospital
 - Boundary Fences
 - CUBE
- Turn off Gas bottles** – bulk storage, Isolation Hospital, Gatehouse, manager residence
- Turn off Power** – main power box near water tank, ‘Western Power’ Key
- Designate fire attendants, put on protective gear (Program Shed).
If safe, attempt to put out fire
 - If safe to do so, hose down buildings and turn on reticulation nearest areas at most risk

If FESA advises **evacuation**, FESA may provide transport for group to safe location

- Group Supervisor to ensure all persons accounted for when leaving site.
- Chief Warden to ensure all Staff and Visitors are accounted for when leaving site.

If unable to Evacuate site move group to a position opposite the fire direction and smoke

- If radiant heat or smoke fumes present, move inside building
- Fill door gaps to prevent smoke entering,
- Fill water containers and locate hose and tap fittings from survival kit

Continue to re assess and adjust as needed

- Complete reports**, ensure relevant persons are notified

Phase 2 - Earthquake Response 1/1

When the tremor has subsided the Chief Warden / Senior Staff member should:

- Assign **Roles** Chief Warden, Wardens, First Aid, Group Supervisor
- If safe have Wardens / Staff check paths and access for evacuation
- Emergency **siren** to be sounded if appropriate.

Assemble at 'Muster Point' outside the Office.

- If safe**, search camp IN PAIRS (adults) with radios, for any more persons and damage report including;

- On site residence
- Dorms x 4
- Tuart Cottage
- Basketball Court
- Day Area
- Kitchen, Dining Hall
- Recreation Hall
- Office
- Staff Toilet Block
- Isolation Hospital
- Boundary Fences
- CUBE

- Turn off Gas bottles** – bulk storage, Isolation Hospital, Gatehouse, manager residence

- Confirm numbers on site;

Group ___ DSR ___ Accolade ___ Visitors ___ TOTAL ___

- Is it best to **stay or evacuate?** _____

- Follow instructions from FESA _____

- Inform Group** of situation and response

- Is **everyone accounted** for?

- Clients (group leaders) and Visitors (see sign in book)
- DSR staff (see staff board)
- Accolade (9434 3220, UHF 29 CTCSS 38)
- Onsite Residence (9418 5307, UHF 29 CTCSS 38)

- On site resources available

Hydrants, portable fire pump, extinguishers, hoses, fire blanket, oxygen.

- Complete reports**, ensure relevant persons are notified

Phase 2 - Bomb Threat Response 1/2

When notified of a bomb threat the Chief Warden / Senior Staff member should:

- Assign **Roles** Chief Warden, Wardens, First Aid, Group Supervisor
 - Call '000'**, if no response 112 from a mobile, provide information on numbers at site, Woodman Point Camp, O'Kane Court Munster
Nearest road/intersection – Cockburn Road (Time of call _____am / pm)
 - Follow CIMPL plan flow chart
 - If safe have Wardens / Staff check their area and surrounds for anything suspicious
 - If safe have Wardens / Staff check the assembly area for anything suspicious
 - Emergency **siren** to be sounded if appropriate.
Assemble at 'Muster Point' outside the Office.
 - Confirm numbers on site;
 - Group ___ DSR ___ Accolade ___ Visitors ___ TOTAL _____
 - Is it best to **stay or evacuate**? _____
 - Follow instructions from FESA _____
 - Inform Group** of situation and response
 - Is **everyone accounted** for?
 - Clients (group leaders) and Visitors (see sign in book)
 - DSR staff (see staff board)
 - Accolade (9434 3220, UHF 29 CTCSS 38)
 - Onsite Residence (9418 5307, UHF 29 CTCSS 38)
 - On site resources available
Hydrants, portable fire pump, extinguishers, hoses, fire blanket, oxygen.
 - Complete reports**, ensure relevant persons are notified
- Move group to Muster Point or appropriate space away from buildings and car parks.

Phase 2 - Bomb Threat Response 2/2

Officer Name (print):
Phone:
Signature:

GENERAL QUESTIONS TO ASK:

1. What is it?
2. When is the bomb going to explode?
OR
When will the substance be released?
3. Where did you put it?
4. What does it look like?
5. When did you put it there?
6. How will the bomb explode?
OR
How will the substance be released?
7. Did you put it there?
8. Why did you put it there?

CHEMICAL / BIOLOGICAL THREAT QUESTIONS:

1. What kind of substance is in it?
2. How much of the substance is there?
3. How will the substance be released?
4. Is the substance a liquid, powder or gas?

BOMB THREAT QUESTIONS:

1. What type of bomb is it?
2. What is in the bomb?
3. What will make the bomb explode?

EXACT WORDING OF THREAT:

CALLER'S VOICE:

Male / Female:
Estimated age:
Accent (specify):
Voice (loud, soft, etc):
Speech (fast, slow, etc):
Diction (clear, muffled, etc):
Manner (calm, emotional, etc):
Did you recognise the caller?
If so who do you think it was?
Was the caller familiar with the area?

THREAT LANGUAGE:

Well-spoken:
Incoherent:
Irrational:
Taped:
Message read by caller:
Abusive:
Other:

BACKGROUND NOISES:

Street noises:
House noises:
Aircraft:
Voices:
Music:
Machinery:
Other:
Local Call:
STD Call:

CALL TAKEN:

Date: Time:
Duration of call:
Number called:

ACTION:

Call reported to:

Phase 1&2 - Suspicious Package Response

If you suspect that you have received a package that may contain hazardous material(s) and

YOU HAVE NOT OPENED IT.

- Alert Chief Warden / Senior Staff
- Place item in a plastic bag and seal it.
- Place all items in a second plastic bag and seal that bag.

YOU HAVE OPENED IT.

- Alert Chief Warden / Senior Staff
- Do not disturb the item any further. Do not pass it around. If any material has spilt from the item, do not try and clean it up, or brush it from your clothing.
- If possible place an object over the package without disturbing it such as a large waste bin.

Then in Both Situations

- Stay in your office or immediate work area. This also applies to co-workers in the same room. Prevent others from entering the area and becoming contaminated. Remember you are not in immediate danger.
- Follow CIMPL plan flow chart
- Call '000'**, if no response 112 from a mobile, provide information on numbers at site, Woodman Point Camp, O'Kane Court Munster
Nearest road/intersection – Cockburn Road (Time of call _____ am / pm)
- Complete reports**, ensure relevant persons are notified

Keep your hands away from your face to avoid contaminating your eyes, nose and mouth.

Without leaving your work area if possible, wash your hands.

Phase 2 - Medical Emergency Response

When notified of a medical emergency the Chief Warden / Senior Staff member should:

- Assign **Roles** Chief Warden, Wardens, First Aid, Group Supervisor
- Assess accessibility and condition of casualty, if no vehicle access will FESA also be required for transportation?
- Call '000'**, if no response 112 from a mobile, provide information on numbers at site, Woodman Point Camp, O'Kane Court Munster
Nearest road/intersection – Cockburn Road (Time of call _____am / pm)
- Follow CIMPL plan flow chart
- On site resources available
Oxygen, First Aid Kits, spinal board, neck collar
- Have someone remain with the injured person until help arrives
- If ambulance not required arrange for group to transport to further medical assistance. Provide Maps and contact details
- Complete reports**, ensure relevant persons are notified

Phase 1&2 - Armed Intrusion Response

During an armed intrusion / hold up;

- Obey the intruder(s)' instructions
- Stay out of the way if you are not directly involved
- Make no sudden or unpredictable movements that may alarm the intruder(s)
- Be calm and observe as much as possible (appearance, clothes, accent, distinguishing features, direction of departure and mode of transport)
- Do NOT attempt to apprehend or overpower the intruder(s)

When notified of an armed intrusion / hold up: the Chief Warden / Senior Staff member should:

- Call '000'**, if no response 112 from a mobile, provide information on numbers at site, Woodman Point Camp, O'Kane Court Munster
Nearest road/intersection – Cockburn Road (Time of call _____am / pm)
- Have Wardens / Staff close off the area to others until the police have assessed the area
- Follow CIMPL plan flow chart
- Have Wardens / Staff try to get the names and addresses of witnesses
- Have Wardens / Staff get witnesses to complete the intruder description without consultation with each other
- Make no statement to anyone except the police or management
- Repeat for the police the actual words spoken by the intruder(s)
- On site resources available
Oxygen, First Aid Kits
- Complete reports**, ensure relevant persons are notified

ARMED HOLD UP CHECK LIST

Witness Name

Address

Phone(s)

Occupation

DESCRIPTION OF INTRUDER(S)/OFFENDER(S)

Number of Intruders/Offenders: 1. 2. 3. 4. 5.

Sex: Male Female Not Known

RACE	Caucasian Asian European (N or S) Aboriginal Indian Negro Islander Maori
AGE	5-10 10-15 16 17 18 19 20 21-25 25-30 30-35 35-40 40-45 50-60 60-80 Not known
HEIGHT	4'/120 4'6"/137 5'/152 5'6"/168 5'8"/173 5'10"/178 6'/183 6'2"/188 6'4"/192 Not known
WEIGHT	8/51kg 8'7/53kg 9/57kg 9'7/61kg 10/64kg 11/70kg 11'7/74kg 12/76kg 12'7/80kg 13/83kg 13'6/89kg 14/94kg 14'6/97kg 15/100kg
BUILD	Thin Slim Medium Heavy Husky Muscular Fat Stout Obese
HAIR	Black Brown Blonde Dirty Blonde Grey White Silver Dyed Bald Shaved Head Straight Curly Wavy Neat Wig Afro Tied Tapered Crew Neck Shoulder Long Spiked Flat top Dirty Specific
EYES	Black Brown Hazel Blue Green Grey Not known
GLASSES	Sunglasses Prescription Wire Frame Plastic Frame Rimless Clear Bi Focal
COMPLEXION	Pale Fair Medium Swarthy Ruddy Tanned Brown Black Acne Freckled Scarred Fresh Not Known Specific
FACIAL HAIR	Moustache Beard Sideburns Unkempt Goatee Full Stubble Colour Specific
SPEECH	Normal Foreign Impediment Uneducated Swearing Husky Deep High Squeaky Quiet Loud
HANDS	Gloves Cotton / Leather / Rubber / Motorbike / Garden / Work / Washing Colour Type Specific

ARMED HOLD UP CHECK LIST

Weapon	HAND GUN	Long / Short barrel Blue / Chrome Revolver / Automatic Specific
	RIFLE	Bolt/ Auto / Pump / Lever Actions Short / Long Barrel Full Length Sawn Off Telescopic Sight Magazine Specific
	SHOT GUN	Pump / Automatic / Double Barrel / Single Barrel OR Under and Over Full Length Sawn Off Specific
	KNIFE	Sheath Carving Kitchen Butterfly Flick Retractable Blade Stanley Fishing Cleaver Folding Pocket Type Multi Bladed Serrated Bladed Y / N Length of blade Length of handle Colour of handle..... Width of blade Specific Witness able to I.D. Weapon Y / N
Vehicle	BODY	Sedan Station Wagon Panel Van Coupe Van Ute Tray Back Commercial Sports 4x4 Motorcycle Moped Specific
	MAKE	Holden Ford Toyota Mitsubishi Diahatsu Hyundai Honda Nissan Fiat Renault BMW Audi Mazda Kia Daewoo Subaru Mercedes Volkswagen Chrysler Dodge Isuzu Peugeot Saab Volvo Suzuki Specific
	MODEL	Commodore Falcon Hilux Corolla Specific
	COLOUR Top Vinyl / Colour Metallic Two Tone Eclipse
	DAMAGE /FITTINGS	Nearside Farside Front Rear Rust Specific
	ACCESSORIES	Aerial (CB) Towball Bullbar Roof Rack Alloy Wheels Spot Lights Sun Roof Car Phone Specific
	INTERIOR	Bucket / Bench Seats Seat Covers Auto / Manual Column / Area Shift Electric Windows Upholestery Colour Specific
	STEREO	Standard Fitted Equaliser Specific
	REGISTRATION	VIC NSW SA QLD WA TAS NT ACT

ARMED HOLD UP CHECK LIST

PECULIARITIES

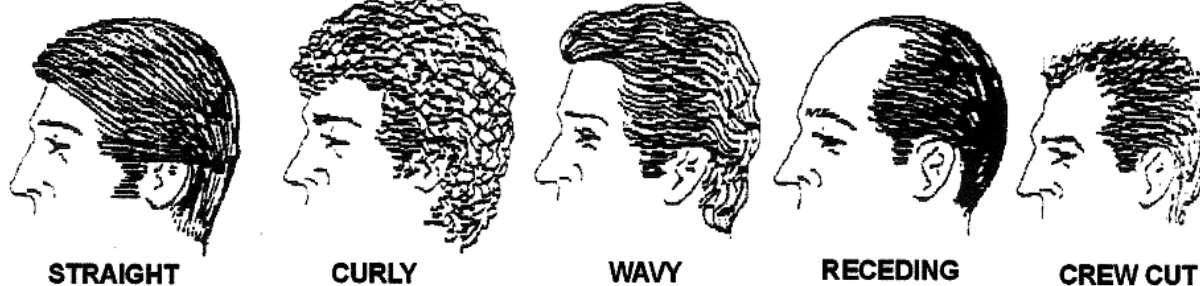
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JEWELLERY	Earrings Studs Bangles Rings Necklaces Anklets Piercings Description
TATTOOS	L/R Arm – Upper / Lower L/R Leg – Upper / Lower Torso Shoulder Neck Head Face Hand Description
CLOTHING – HEAD	Balaclava Beanie Stocking Baseball Cap Akubra Straw Colour Design Patches Specific
CLOTHING – UPPER	Pullover Jacket T-Shirt Windcheater Flannel Shirt Collar / Tie Parka Singlet Muscle Shirt Polo Shirt Colour Design Stains Labels Specifics
CLOTHING – LOWER	Jeans Pants Slacks Cords Track Pants Suit Pants Shorts Belt Y / N Colour Design Labels Stains
CLOTHING – SHOES	Runners Bare Feet Thongs Slippers Boots UGG Boots Colour Laces Y / N Labels Specifics
CLOTHING – DRESSES	Short / Long Summer / Winter Waist / Knee / Full Colour Label Specifics
CLOTHING – ACCESSORIES	Specifics
MAKE UP	Specifics
DISGUISES	Handkerchief Rubber Mask Plastic Mask Sunglasses Colour Type Specific

GUIDE TO FEATURES

HAIR



STRAIGHT

CURLY

WAVY

RECEDING

CREW CUT

EYEBROWS



BUSHY

ARCHED

APPROACHING

EYES



WIDE

NARROW

SLEEPY

DEEP SET

NOSE



CONCAVE

STRAIGHT

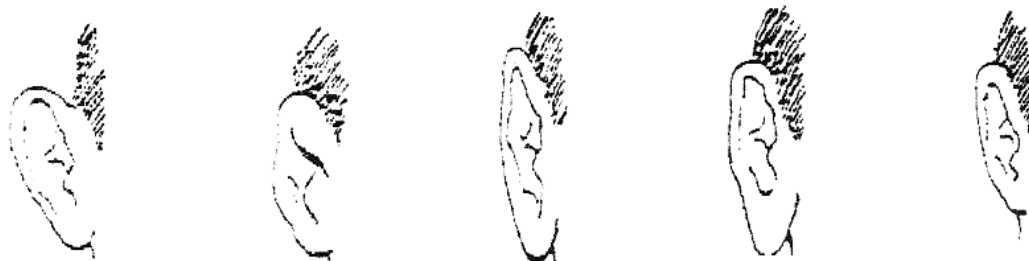
HOOK

BROKEN

FLAT

UPTURNED

EARS



BIG

CAULIFLOWER

LONG

DROOPING LOBE

NO LOBE

LIPS

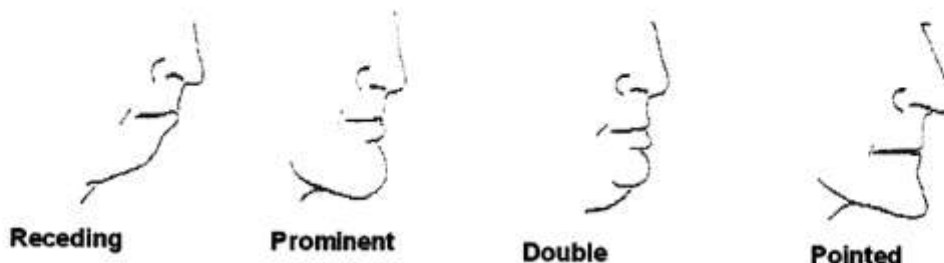


THIN

FULL

FULL LOWER LIP

TEETH SHOWING



The features to be observed are many.....

Try to observe to a system - start at the top of the face and move down!

Be alert and observant.....watch and take mental note of all you can see.

NAB HECTOR

NAME

AGE

BUILD

HEIGHT

EYES

COMPLEXION

THATCH - HAIR

ODDITIES - SCARS

TATTOOS

DEFORMATIES

RIG - CLOTHING



Phase 2 Unforeseen Emergency Response

When notified of an Unforeseen Emergency the Chief Warden / Senior Staff member will:

- Assign **Roles** Chief Warden, Wardens, First Aid, Group Supervisor
- Call '000'**, if no response 112 from a mobile, provide information on numbers at site, Woodman Point Camp, O'Kane Court Munster
Nearest road/intersection – Cockburn Road (Time of call _____ am / pm)

Follow CIMPL plan flow chart

On site resources available (Oxygen, First Aid kits)

Have someone remain with any injured person until help arrives

Emergency **siren** to be sounded if appropriate.

Assemble at 'Muster Point' outside the Office.

If safe, search camp IN PAIRS with radios, for any more persons and damage report including;

- On site residence
- Dorms x 4
- Tuart Cottage
- Basketball Court
- Day Area
- Kitchen and Dining Hall
- Recreation Hall
- Office
- Staff Toilet Block
- Isolation Hospital
- Boundary Fences
- CUBE

Numbers on site; Group ____ DSR ____ Visitors ____ Total ____

Is it best to **stay or evacuate**? _____

Follow instructions from FESA _____

Inform Group of situation and response.

Is everyone accounted for?

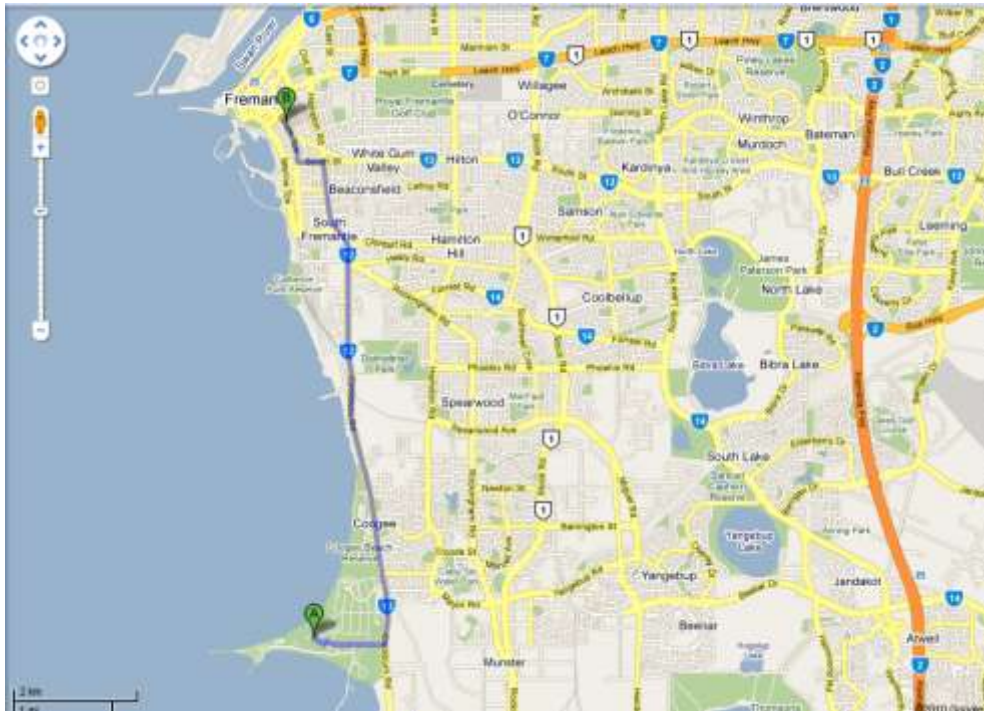
- Clients (group leaders) and Visitors (see sign in book)
- DSR staff (see staff board)
- Accolade (9434 3220, UHF 29 CTCSS 38)
- Onsite Residence (9418 5307, UHF 29 CTCSS 38)

Complete reports, ensure relevant persons are notified

Map - Fremantle Hospital

Alma Street, Fremantle, Western Australia
9431 3333

10.4km about 17 min



74 O'Kane Ct, Munster WA 6166

1. Head **south-east** towards **O'Kane Ct** 280 m
2. Take the 1st **right** on to **O'Kane Ct** 1.0 km
3. Turn **left** at **Cockburn Rd** 6.3 km
4. Continue onto **Hampton Rd** 1.7 km
5. Turn **left** at **South St** 450 m
6. Take the 3rd **right** on to **South Tce** 700 m
Destination will be on the right



South Tce Fremantle Hospital

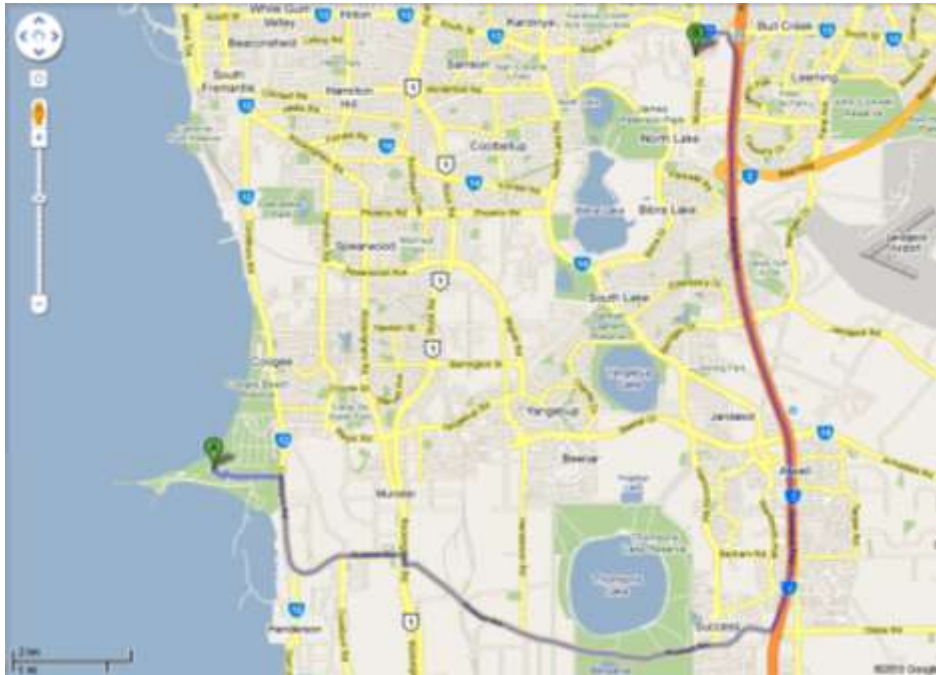
Woodman Point Recreation Camp
Phone 9492 9797 / On Call Mobile 0414 448 088

Map – St. John of God Hospital – Murdoch (Private)

100 Murdoch Dr, Murdoch WA 6150

9366 1111

23.2km about 25 min



74 O'Kane Ct, Munster WA 6166

1. Head **south-east** towards **O'Kane Ct** 280 m
2. Take the 1st **right** on to **O'Kane Ct** 1.0 km
3. Turn **right** at **Cockburn Rd** 1.5 km
4. Continue onto **Russell Rd** 2.1 km
5. Turn **right** at **Rockingham Rd** 150 m
6. Take the 1st **left** on to **Russell Rd** 6.8 km
7. Take the ramp onto **Kwinana Fwy** 9.9 km
8. Take the exit towards **South St** 550 m
9. Turn **left** at **South St** 500 m
10. Slight **left** at **Murdoch Dr** 44 m
11. Turn **left** to stay on **Murdoch Dr**
Destination will be on the left 450 m



St John of God Hospital Murdoch
100 Murdoch Dr, Murdoch WA 6150

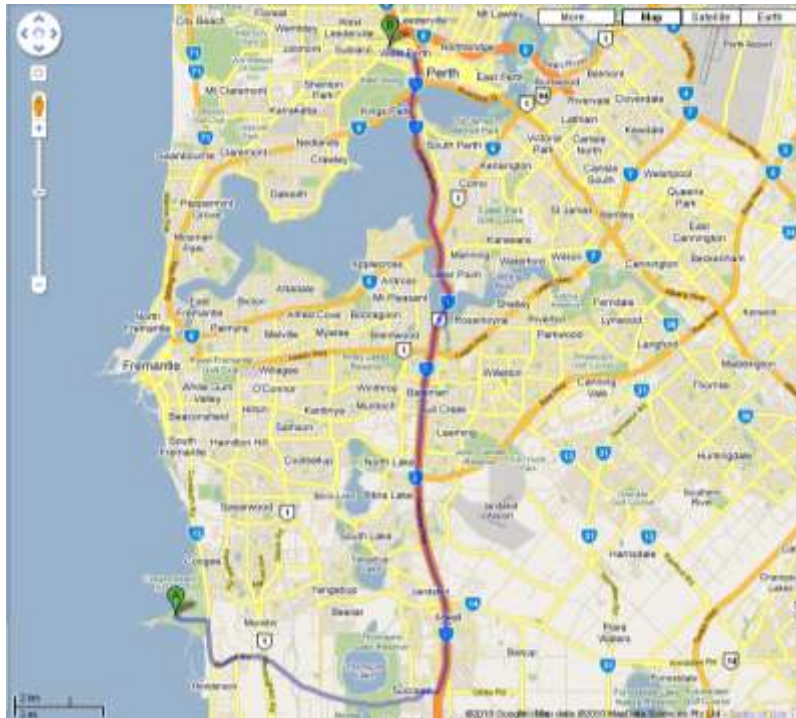
Woodman Point Recreation Camp
Phone 9492 9797 / On Call Mobile 0414 448 088

Map – Princess Margaret Hospital

Roberts Road Subiaco WA 6008

9340 8222

36.7km about 42 min



74 O'Kane Ct, Munster WA 6166

1. Head **south-east** towards **O'Kane Ct** 280 m
2. Take the 1st **right** on to **O'Kane Ct** 1.0 km
3. Turn **right** at **Cockburn Rd** 1.5 km
4. Continue onto **Russell Rd** 2.1 km
5. Turn **right** at **Rockingham Rd** 150 m
6. Take the 1st **left** on to **Russell Rd** 6.8 km
7. Take the ramp onto **Kwinana Fwy** 23.2 km
8. Take the ramp to **Hay St** 650 m
9. Turn **left** at **Hay St** 1.0 km
10. Turn **right** at **Thomas St** 67 m
Destination will be on the left



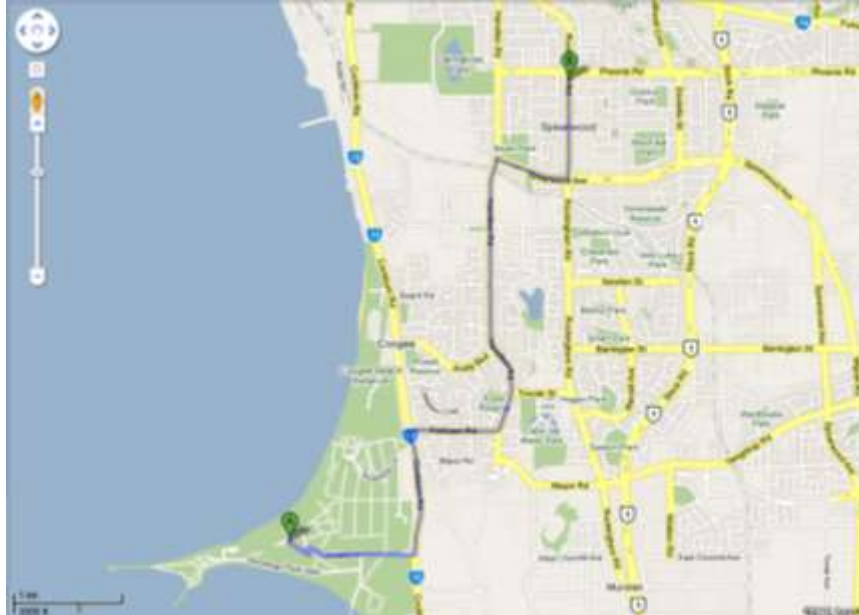
Princess Margaret Hospital for Children
Princess Margaret Hospital For Children, Western Australia, Australia 6005
(08) 9340 8222



Woodman Point Recreation Camp
Phone 9492 9797 / On Call Mobile 0414 448 088

Map – Phoenix Medical Centre

Unit 1 223 Rockingham Rd, Spearwood, WA 6163
9434 3555
7.8 Km about 13 min



74 O'Kane Ct, Munster WA 6166

1. Head **south-east** towards **O'Kane Ct** 280 m
2. Take the 1st **right** on to **O'Kane Ct** 1.0 km
3. Turn **left** at **Cockburn Rd** 1.2 km
4. Turn **right** at **Fairbairn Rd** 850 m
5. At the roundabout, take the **1st** exit onto **Hamilton Rd** 2.6 km
Go through 1 roundabout
6. At the roundabout, take the **2nd** exit onto **Spearwood Ave** 750 m
7. Turn **left** at **Rockingham Rd** 900 m
Destination will be on the left



Phoenix Medical Centre
1/223 Rockingham Rd, Spearwood WA 6163
(08) 9434 3555

Woodman Point Recreation Camp
Phone 9492 9797 / On Call Mobile 0414 448 088

Phase 3 – Standard Emergency Orders 1/1

Major Medical Emergencies

- Counseling services are arranged as needed for the participant, participant's family, staff involved and other group members as per CIMPL plan
- Ensure first aid kits are re-stocked
- Site is cleaned and disinfected as needed
- If possible avoid debriefing the incident instead get trained professionals to conduct debriefing along with a member of staff who has a good understanding of operations and responses (manager)
- Review response process and document any learning's, adjusting plans as necessary
- Designate who will conduct follow up with the group leaders, guardians and participants
- Complete insurance reports

If accident occurred on one of our programs

- Ensure staff immediately involved are removed from following activity sessions if needed including other camps later in the week or longer
- Activity where accident occurred to be assessed for suitability to run in terms of practical (everything's still working) and Social (will the group be concerned plus general public concern)

Severe Fire Emergencies

- Counseling to be made available to any parties affected as per CIMPL plan
- Ensure first aid kits are re-stocked
- Building inspections should be carried out on affected buildings before entering
- Liaise with Western Power and Water Corporation if services are disrupted or should be turned off
- Insurance reports to be completed
- Clean up and repairs to commence

Earthquake Emergencies

- Counseling to be made available to any parties affected as per CIMPL plan
- Buildings and facilities should be assessed prior to use including activity sites

Armed Hold Up Emergencies

- Counseling to be made available to any parties affected as per CIMPL plan
- Affected staff to be provided with time off as per consultation with counseling services
- Insurance reports to be completed














On Site Emergency Resources

Oxygen flow rates

	Therapy	Resuscitation
Adult	8L/min	15L/min
Child	8L/min	8L/min

Can be decreased if limited oxygen is available

Types of extinguishers

 Fire & Emergency Services Authority of Western Australia		Portable Fire Extinguisher Guide					Fire & Emergency Services Authority of Western Australia website: www.fesa.wa.gov.au	
		Blue text indicates the class or classes in which agent is most effective.						CLASS D For fire involving combustible metals use special purpose extinguisher.
Two colour schemes for fire extinguishers exist.		EXTINGUISHANT	CLASS A	CLASS B	CLASS C	CLASS E	CLASS F	
PRE 1999	FROM 1999		Wood Paper Plastics	Flammable & combustible liquids	Flammable gases	Electrically energised equipment	Cooking oils and fats	
		WATER	YES	NO	NO	NO	NO	Dangerous if used on flammable liquid, energised electrical equipment and cooking oils/fat fires.
		FOAM	YES	YES	NO	NO	LIMITED	Dangerous if used on energised electrical equipment.
		POWDER	YES (ABE) NO (BE)	YES (ABE) YES (BE)	YES (ABE) YES (BE)	YES (ABE) YES (BE)	NO (ABE) LIMITED (BE)	Look carefully at the extinguisher to determine if it is a BE or ABE unit as the capability is different.
		CARBON DIOXIDE	LIMITED	LIMITED	LIMITED	YES	LIMITED	Limited outdoor use.
		VAPORISING LIQUID	YES	LIMITED	LIMITED	YES	LIMITED	Check the characteristics of the specific extinguishing agent.
		WET CHEMICAL	YES	NO	NO	NO	YES	Dangerous if used on energised electrical equipment.

LIMITED indicates that the extinguishant is not the agent choice for the class of fire, but that it may have a limited extinguishing capability.
Solvents and alcohol mix with water and therefore require special foam.